

E. S. M. W. T. COURSE

"Handling and Interpreting Textile Data"

SCHEDULE OF CLASS SESSIONS

Date (1945)	Subject	Instructor
Feb. 16	Fundamentals - Collection of data and Sampling	Prof. Schwarz
19	Fundamentals - Significant Figures and Computation	Prof. Schwarz
23	Tabulation - Types, Forms, Advantages	Prof. Schwarz
26	Graphical Presentation - Types of Charts, Advantages	Prof. Schwarz
Mar. 2	Graphical Presentation - Scales, Plotting	Prof. Schwarz
5	Rectification of Curves - Forms-equations	Prof. Schwarz
9	Rectification of Curves - Special papers, etc.	Prof. Schwarz
12	Rectification of Curves - Precision Plotting	Prof. Schwarz
16	Variables and their Control	Prof. Schwarz
19	Analysis of data - Population thru Median	Prof. Schwarz
23	Normal Distribution and Standard Deviation	Prof. Fox
26	Computation of Standard Deviation	Prof. Fox
30	Computation of Standard Deviation	Prof. Fox
Apr. 2	Significance of data - Tests	Prof. Fox
6	Significance of data - Comparisons	Prof. Fox
9	Quality Control - Deviations	Prof. Fox
13	Quality Control - Control Chart	Prof. Fox
16	Analysis of Variance	Prof. Fox
20	Simple and Rank Correlation	Prof. Schwarz
23	Simple and Rank Correlation	Prof. Schwarz

Program Subject to Change in regard to instructor and date.

Course Approved by and Sponsored by United States Office of Education.

Under Auspices of Lowell Textile Institute; Professor A. Edwin Wells.
Institutional Representative.

Instructors: Edward R. Schwarz, Professor of Textile Technology, in
Charge of Textile Div., Mass. Inst. of Tech.

Kenneth R. Fox, Asst. Professor, Textile Technology,
Mass. Inst. of Tech.

April 6, 1945

Professor A. Edwin Wells,
Institutional Representative,
War Training Bureau, E.S.M.W.T.,
Lowell Textile Institute,
Lowell, Mass.

Dear Ed:

I am glad to have your undated report of your work on E.S.M.W.T. accompanying your letter of April 5th and I am pleased that you have mailed it out to the members of the board. This will give each member an opportunity to know what is going on.

Yours truly,

HWL:EJK

cc: Mr. R. E. Derby

To the President and the Trustees of the Lowell Textile Institute:

It is approximately six months since I have given a report of progress of the War Training Program at the Lowell Textile Institute.

The demands made by industry upon our training program have been almost beyond our capacity to satisfy. Lately we have been receiving letters directly from the War Manpower Commission telling us of the critical industries in our area which are asking for assistance in training their personnel, and begging me to visit them. These requests are being met, and even as I write this report, courses are being planned for industries whose needs have already been surveyed, while others are still to be visited. On all sides we are receiving expressions of appreciation for our work. Also new industries and employees are getting acquainted with Lowell Textile Institute, its opportunities, its staff, and the many facilities it offers for training.

Each course given represents conference time of about two or three hours with top-ranking executives, further time spent in investigating their problems and in designing the needed training program. After this, planning the course in detail together with placing it in proper contract form for Washington require a few more hours of time. These few hours also involve discussion with the instructors who will give the instruction, selecting course supervisors, textbooks, and settling the details of hours for lectures, laboratory, supervised study, and home-work.

The entire ESMWT program to March 26, 1945, is summarized as follows:

19 courses have been completed or are in progress
Trainees - 92 women 251 men total 343
54 executives have been interviewed; 43 industries have been served
16 textile industries have been served; 8 courses are in progress at present

The present courses include: A large course in Lawrence being taught by Professors Schwarz and Fox of M.I.T. entitled Handling and Interpreting Textile Data; Feed Water Treatment for the Lowell area; two courses for Western Electric of Haverhill; a special course for Arlington Mills of Lawrence; and other courses for the Lowell area. Several new courses are to begin between now and June. All courses are for employees of war industries, principally for those listed to us by the War Manpower Commission.

To summarize to March 26, I have administered the complete educational program for about a thousand students in connection with the war effort at LTI (Navy and ESMWT) involving all the details from budgets and contracts to modern educational procedures. This has been at a time when LTI has needed students, as well as an opportunity to serve the war effort in educational fields.

Furthermore, our regular students have benefited by additional equipment and added course content due to instructor experience in these new courses. Striking examples are our proposed new course in Industrial Electronics for day students and pre-induction training now being given to those students who will be 18 years of age in a few weeks and desire to enter the Navy radio-technician program. In addition, LTI has received an increase in publicity and good will which cannot be measured.

Although the work has entailed sacrificial effort on my part and the part of many others, I appreciate the opportunity that has been mine to create, organize, administer, and direct this war effort at LTI.

Respectfully yours,

A. Edwin Wells

A. Edwin Wells
Institutional Representative

Reed

Mar. 26, '45

Apr. 5, 1945

ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U. S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

OFFICE OF INSTITUTIONAL REPRESENTATIVE
PROF. A. EDWIN WELLS
LOWELL TEXTILE INSTITUTE
LOWELL, MASSACHUSETTS

April 5, 1945.

Harold W. Leitch, Chairman
Board of Trustees
Lowell Textile Institute
Lowell, Massachusetts

Dear Mr. Leitch:

I realize that I should really make quarterly reports to the Trustees regarding the ESMWT program. However, we have been so crowded for time that it has been impossible to do so. Enclosed is a semi-annual report covering our work to date.

I recall that the first reports had to be mailed in some cases and I think by you personally. To avoid bothering you to that extent this time, I thought we might as well mail them all. President Eames usually asks me the night before a board meeting to make a report, which is painfully short notice. Therefore I have decided not to wait for a trustees' meeting, but turn out a report while I had a slight breathing spell in which to do it.

Very truly yours,

Ed Wells

A. Edwin Wells
Institutional Representative

March 23, 1945

Professor Arnold E. Hanson,
ESMWT, University of New Hampshire,
Durham, N. H.

Dear Professor Hanson:

I am pleased to have the copy of the letter you wrote to President Eames at the Lowell Textile Institute, dated March 15, 1945. It was very nice of you to take the time to write about your experience with the members of the staff of the Lowell Textile Institute and their cooperative work on ESMWT. Your letter proves that the feeling is mutual.

Yours sincerely,

Harold W. Leitch

HWL:EJK

001-022 Climatic
0001 Mr. O'Brien
No.

February 14, 1945

29-46	Mr. Hooper
1-10	Mr. Ebhardt
20-24	Mr. Dalton
47-48	Mr. Schuster
25-28	Mr. O'Neil
18-19	Mr. Ortstein
14-17	Mr. Wilkie
11-13	Mr. Arthur

ESMWT Course - Handling and Interpreting Textile Data

The mill has some notebooks that are suitable and will furnish one to each employee if it is wanted. Mr. Flaisted has also approved the furnishing of the \$1. textbook "Outline of Statistical Methods" by Arkin & Colton to each employee taking the course.

Herewith are slips which should be distributed among the employees taking the course. These slips should be presented to the person having custody of the books at the time of registration on Friday, February 16th, or by special arrangement thereafter.

HWL:EJK

Encs.

C
O
P
Y

March 15, 1945

President Charles H. Eames
Lowell Textile Institute
Lowell, Massachusetts

My dear President Eames:

I should like to extend a sincere word of appreciation for some very real help we received from your institution during the past year.

You will recall that in connection with the conduct of our Engineering War Training program, we encountered some very definite needs in the textile mills of our state,---needs which our own staff could not meet.

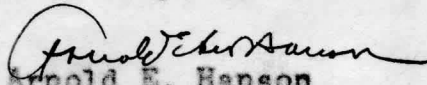
When I discussed the problem with you about two years ago, I learned that there might be some opportunity for us to receive help from the staff of Lowell Textile Institute.

We are both delighted and grateful to recount that we have this year seen that help brought to our textile mills through the good offices of your personnel at the Institute. The industries of the state which have benefited by this service have given us their expression of appreciation. I feel that this expression should be passed on to you folks.

The helpful cooperation of Professor Wells has been especially valuable. Both because of his grasp of the larger service possibilities of Lowell Textile Institute to the textile industry and because of his evident capacity for developing and organizing intelligently conceived training programs, Professor Wells has given us very valuable assistance. This cooperative relation with your institution has been welcomed and appreciated.

Believing that you and the officers of the Institute will be interested in this reaction from the campus of a neighboring institution, I am taking the liberty of thus extending this cordial expression of thanks.

Sincerely,


Arnold E. Hanson
Associate Professor of
Industrial Education

AEH:w

Copy to: Mr. Harold W. Leitch
Mr. Roland E. Derby

University of New Hampshire
E. S. M. W. T.
Durham, N.H.

COPY

UNIVERSITY OF NEW HAMPSHIRE
E. S. M. W. T.
Durham, N. H.

March 15, 1945

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Lowell Textile Institute
Lowell, Massachusetts

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Sincerely,

(Signed) Arnold E. Hanson
Associate Professor of
Industrial Education

AEH:w

Copy to: Mr. Harold W. Leitch
Mr. Roland E. Derby

COPY

UNIVERSITY OF NEW HAMPSHIRE

E. S. M. W. T.

Durham, N. H.

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Lowell Textile Institute
Lowell, Massachusetts

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Sincerely,

(Signed) Arnold E. Hanson
Associate Professor of
Industrial Education

AH:W

Copy to: Mr. Harold W. Leitch
Mr. Roland E. Derby

E. S. M. W. T. COURSE

"Handling and Interpreting Textile Data"

The following Pacific Mill employees received one copy of "Outline of Statistical Methods" and one Elbe #1026 Ring Binder and fifty sheets of graph paper:

<u>Name</u>	<u>Date</u>	<u>Slip No.</u>
Herbert A. Bagshaw	2/16/45	3
Juliette Bider	2/23/45	55
Fred A. Carden	2/16/45	7
Rita F. Casby	2/16/45	15
Marjory D. Christie	2/16/45	38
John Clarke	2/16/45	13
George Cohen	2/16/45	18
Eileen F. Collins	2/16/45	31
John N. Dalton	2/16/45	24
Mary K. Delaney	2/16/45	20
John A. Ebhardt	2/16/45	1
Mary Eismont	2/16/45	10
George Forsythe	2/16/45	16
Annette A. Fredette	2/16/45	26
Mary Gaidis	2/16/45	53
Helen F. Greenler	2/16/45	27
W. W. Groves	2/16/45	9
Raymond J. Hooper	2/16/45	50
Clarice A. Hope	2/16/45	25
William B. Kaupin	2/16/45	21
Laura E. Leavitt	2/16/45	4
Harold J. Lynch	2/16/45	46
Charles E. McCarthy	2/16/45	51
H. Eileen McCormick	2/16/45	28
George Merrill	2/16/45	5
Frank W. Mitchell	2/16/45	37
Sylvia G. Morgan	2/16/45	52
Ruth E. Muller	2/16/45	34
Alice R. Murphy	2/16/45	35
Thomas B. Murray	2/16/45	49
Erwin H. Neal	2/23/45	56
Frank J. O'Neil	3/26/45	57
Herbert L. Ortstein	2/16/45	19
Thomas R. Palmer	2/16/45	11
Walter H. Perry	2/16/45	54
John P. Ploubides	3/21/45	22
Raymond J. Schuster	3/16/45	47
Charles S. Scribner	2/16/45	8
William E. Shann	2/16/45	14
Earl Stranch	2/16/45	2
Clifton F. Swain	2/16/45	39
Mary R. Szesepanik	2/16/45	12
Albert G. Vincent	2/16/45	36
Edgar P. Virr	2/16/45	30

Pacific Mill Employees (Continued)

<u>Name</u>	<u>Date</u>	<u>Slip No.</u>
Frank E. Wallwork, Jr.	2/16/45	29
Donald A. Whitefield	2/16/45	6
Robert C. Wilkie	2/16/45	17
M. Elsie Wright	2/16/45	33
Chemical Library, Pacific Mills	3/21/45	23

TOTAL NUMBER OF TEXTBOOKS & BINDERS TO PACIFIC EMPLOYEES --- 49

The following, not employed by Pacific Mills, received one Elbe #1026 Ring Binder and fifty sheets of graph paper:

Richard L. Day	2/23/45	A2
Agnes M. Gallegan	2/16/45	001
Richard O. Morris	2/16/45	003
Lawrence W. Swan	2/19/45	017

The following, not employed by Pacific Mills, purchased one copy of "Outline of Statistical Methods" for \$1.00, and received one Elbe #1026 Ring Binder and fifty sheets of graph paper:

Byron C. Butler	2/16/45	008
William R. Christensen	2/16/45	007
William F. Crombie	2/19/45	013
Chester E. Cross	2/26/45	A6
R. E. Foster II	2/19/45	011
Bradley C. Heggins	2/16/45	005
Janice C. Lenane	2/16/45	002
Francis J. O'Brien	2/19/45	0001
Richard K. Oldham	2/19/45	020
Douglas A. Seed	2/16/45	004
Mildred B. St. John	2/19/45	A1
John H. Talbott	2/19/45	022
Peer Wedvick	2/16/45	009
Arthur Widner	2/19/45	014
Chester Woodworth	2/16/45	006

TOTAL NUMBER OF TEXTBOOKS SOLD AT \$1.00 EACH --- 15 \$15.00

CASH TO PROF. A. EDWIN WELLS ON 2/16/45 6.00

CASH ON HAND 9.00

TEXTBOOKS ON HAND 3/2/45 8

BINDERS ON HAND 3/2/45 17

February 14, 1945

Col. John H. Talbott,
Climatic Research Laboratory,
U. S. Army, Qm. Corps,
Lawrence, Mass.

Dear Colonel Talbott:

Pacific Mills has a supply of suitable notebooks for use in connection with the Engineering Science and Management War Training course on statistics entitled "Handling and Interpreting Textile Data". One of these will be furnished free to each one of your men registering for the course. They will be ready at the time of registering on Friday, February 16. Special arrangement can be made for any persons registering later to receive a notebook.

A supply of the textbook "Outline of Statistical Methods" by Arkin & Colton will be ready at the time of the registration and there will be a charge of \$1.00 each for these books.

Yours very truly,

HWL:EJK

P. S. - Herewith is a supply of slips which should be used in exchange for the notebooks.

(001-022)

Harold

Don't feel as though the mill
car should take care of the
instructor for the 10 weeks
twice a week

My

(2/19/45)

Saw Mr. Klaisted 2/20.

We are obligated to get
the Prof. home to Melrose
or Lexington. Mr. P. is to
let me know whether the
mill car and driver can
be used. Hues

Graduates of ESMWT courses at the Pacific Mills

	Textile Engineering	Textile Testing	Textile Chemical Testing
c Frank Broadhead		*	
c Janice M. Campbell		*	*
✓ Rita F. Casby	*		*
c John T. Casey	*		*
c Katherine C. Coyle			*
c Mary K. Delaney		*	*
P Annette A. Fredette		*	
P Clarice A. Hope	*		*
c Genevieve P. Jacobchuk			*
c William B. Kaupin			*
c Ruth D. Landry		*	*
P Dorothea L. Looney	*		
c Alicia S. Meisser			*
c Francis E. Mosher		*	*
✓ Herbert L. Ortstein	*		
c Walter H. Perry	*		
P Helen M. Sirois	*		*
P Leslie B. Spencer		*	*
✓ Norman A. Trumbull	*		
P Josephine C. Wholley	*		
P Gertrude E. Wieland			*

Recd 7/16/45
Notified JNDV
FON

February 14, 1945

Prof. Edward R. Schwarz,
Mass. Inst. of Tech. (Room 3-309),
77 Massachusetts Ave.,
Cambridge 39, Mass.

Dear Sir:

Confirming the telephone message of last Friday,
we will arrange to have the mill car call for you at about
5 p. m. on Friday, the 16th. The driver, James Cockroft,
will report to the watchman at the main entrance on
Massachusetts Avenue.

Yours truly,

Harold W. Leitch,
Gen. Supt. in Charge of Research

HWL:EJK

Climatic — 001 to 022
Mr. Brinn — 0001 No

February 14, 1945

Mr. Hooper — 29-46
Mr. Ebhardt — 1-10
Mr. Dalton — 20-24
Mr. Schuster — 47-48
Mr. O'Neil — 25-28
Mr. Optstein — 18-19
Mr. Wilkie — 14-17
Mr. Arthur — 11-13

ESMWT Course - Handling and Interpreting Textile Data

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HWL:EJK

Encs.

CLIMATIC RESEARCH LABORATORY - Officers

Applications sent to Prof. Wells
1/12/45

John H. Talbott,
William Rozelle Christensen,
Robert E. Forster II,
Richard O. Morris.

* George Cohen (1/17/45)

CLIMATIC RESEARCH LABORATORY - Enlisted Men

John E. Fitzgerald,
Arthur Kasper,
Chester E. Cross,
Herbert B. Bleier,
William F. Crombie,
Robert P. Frank,
Ford R. Hampton,

Bradley C. Higgins,
Richard K. Oldham,
Arthur L. Widner, Jr.,
Chester L. Woodworth,
Douglas A. Seed,
Alvin Weinstein,
*Stuart W. Zimman (1/17/45)

CLIMATIC RESEARCH LABORATORY - Civilian Employees

Janice C. Lenane,
Agnes M. Galligan,
Marie J. Anton.
*Mildred B. St. John (1/17/45)

RATH & STRONG, Inc.

— Warren W. Groves

LAWRENCE HIGH SCHOOL

II *Francis J. O'Brien (1/30/45)

PACIFIC MILLS

✓ Alise R. Murphy,
✓ Clifton F. Swain,
✓ Sylvia G. Morgan,
✓ Doris E. Schirner,
✓ Sarah E. Forrest,
✓ Alexander R. Manderson,
✓ Frank W. Mitchell,
✓ Raymond J. Hooper,
✓ Edgar P. Virr,
— George E. Merrill,
— Herbert A. Bagshaw,
— Laura F. Leavitt,

~~XXXXXXXXXXXXXXXXXXXX~~

c John M. Anderson,
c Louise M. Gordon,
c William B. Kaupin,
E Rita F. Casby,
E William E. Shann,
L John Clarke,
L Thomas R. Palmer,
o H. Eileen McCormick (2/7/45)*
o Clarice Annie Hope (2/7/45)*
✓ Eileen Frances Collins (2/8/45)

✓ Marguerite G. Muse,
✓ Beatrice G. MacNab,
✓ Mary R. Gaidis,
✓ Marjory D. Christie,
✓ Ruth E. Muller,
✓ Harold J. Lynch,
✓ Margaret E. Wright,
✓ Frank E. Wallwork, Jr.,
— John A. Ebhardt,
— Mary J. Eismont,
— Earl H. Strauch,
— Charles S. Scribner,
— Donald A. Whitefield,
c Janice M. Campbell,
c Mary K. Delaney,
D Herbert L. Ortstein,
E George Forsythe,
E Robert C. Wilkie,
L Mary R. Szczepanik,
o • Annette Alma Fredette (2/7/45)*
o • Helen Frances Greenler (2/7/45)*
— • Fred T. Carden (2/8/45)

11/20/45

• = Rec'd on date in
Parenthesis - given to
Prof. Wells?

Climatic Research (25) * 23 (5 Officers, 14 Enlisted Men, 4 Civilian Employees) * (includes R Cohen)

Chemical (12) (12) 5

Physical (4) 4

Engineering (4) 4

Processing (1) 1

Standards Dept (10) 10

General Office (21) 18

Dye + Fin. #10 3

* Lawrence High (1) 1

Total 69

CLIMATIC RESEARCH LABORATORY - Enlisted Men

John E. Fitzgerald, Arthur Kasper, Chester E. Cross, Herbert B. Blaser, William F. Gromble, Robert P. Frank, Ford R. Hampton

CLIMATIC RESEARCH LABORATORY - Civilian Employees

Janice C. Lenano, Agnes M. Gelligan, Marie J. Anton, Mildred B. St. John

BATH & STROM, Inc.

Walter W. Groves

PACIFIC MILLS

Alice R. Murphy, Clifton F. Swain, Sylvia G. Morgan, Doris E. Schirmer, Sarah E. Forrest, Alexander R. Manderson, Frank W. Mitchell, Raymond J. Hooper

Slips for Textbook + Notebook for Pacific Employees and Slips for Notebooks only (for people from outside PM)

Jalbatt - 001-022 (22)

O'Brien - 0001 (1)

Elhardt - 1-10 (10)

Arthur - 11-13 (3)

Milkie - 14-17 (4)

Ortstein - 18-19 *(2)

Dutton - 20-24 (5)

Onil 25-28 (4)

Hooper 29-46 (18)

Schuster 47-48 (2) no applications

Reserve A1 to A6 Outside

Reserve 49 to 66 Pacific

February 16, 1945

Mr. Hooper	Mr. Dalton
Mr. Schuster	Mr. O'Neil
Mr. Arthur	Mr. Wilkie
Mr. Ebhardt	Mr. Ortstein

ESMWT Course - Handling and Interpreting Textile Data

Some questions have arisen regarding this course and there has been some hesitancy on the part of individuals about actually registering after having made application. The following comment may be helpful:

Pacific Mills is not running this course, but is helping to make arrangements and is providing facilities with the hope that the members of the class will find it beneficial.

There should be no hesitation on the part of anybody to join the class for fear of poor results. The way to find out whether anybody can get something worthwhile from the course is to try it.

For some there will be interference for a couple of weeks with classes at the Lowell Textile Evening School and there may be other interferences before the period is over. However, this need not interfere with registration. Those who cannot register tonight may register later and Mr. Ortstein will take care of the later registrations for Professor Wells.

The certificate for the course is only incidental. The practice of giving a certificate was established because it was known that some people would ask for evidence of their having completed a course. There will be no announcement in class or in public regarding the list of those who are to receive certificates at the end of the course and there will be no ceremony for the presentation of certificates. Gradings or marks are to be given only to the individual.

The slips which Pacific Mills employees are asked to sign which are to be exchanged for the textbook and notebook are for accounting purposes only; the books are to be kept by the individuals.

The registration for this course starts tonight at 7 o'clock in the area formerly occupied by the Central Timekeeping Department in the Atlantic Building, with the entrance at the end of the building near the C-6 gate. Professor Wells will be there to take charge of registration and distribution of books with the assistance of Messrs. Ortstein and Sheehy. Professor Schwarz will start the course when the registration is completed.

Please pass this information around to the applicants from your department.

HWL:EJK

Notebook for E.S.M.W.T.

Nural ⁵⁷¹² 7512²

Spiral wire binding

8 X 10 ml. rulings

about 75 pages - opens flat

E.R. Schwarz
2/6/45

8 1/2 x 11

Monday and Friday are official dates
and time is from 7 to 9 pm.

Book selected costs \$1.00 (has paper binding)
and is not too advanced to be over the
head of people in the group

All army men will be registered and
started. Will be left for Washington to
"kick" — but, with such a large group,
don't expect any "kick"

Most everybody prefers standard size
8½ x 11 notebooks with 2 or 3 ring
binder.

Attendance records will be kept as
before — special form to be used
which each member signs at
every session — instructor ^{then} sign
and pass along to me ^{for approval} and sent to
Washington

February 6, 1945

Lieut. George Cohen,
39 Pearl St.,
Lawrence, Mass.

Dear George:

The Engineering Science and Management War Training course on statistics, entitled "Handling and Interpreting Textile Data" will start on Friday, February 9, at 7 p. m. Sessions will be held Mondays and Fridays from 7 to 9 p.m. and will run for 10 weeks, or a total of 40 hours. Registration is to take place on this Friday, the 9th, at 7 p.m.

The course is to be given under the direction of the Lowell Textile Institute, Professor A. Edwin Wells, Institutional Representative in Charge, and the course is to be conducted by Professor Edward R. Schwarz with the assistance of Professor Kenneth Fox.

Arrangements for obtaining the textbooks are being made. The price of the textbook will be \$1.00 and is to be paid for by the individual.

This course is much shorter than the usual Engineering Science and Management War Training course, but was proposed by Professors Wells and Schwarz and approved by the Government with the understanding that a second course is to be offered if the results obtained in this first one are satisfactory.

Yours very truly,

Harold W. Leitch,
Gen. Supt. in Charge of Research

HWL:EJK

*Record only
no copies sent out*

February 5, 1945

ES M. W. T.

Handling and Interpreting Textile Data

The first meeting on the above course will be held on Friday, the 9th, at 7 p.m. and the next one will be on the following Monday, the 12th, or Tuesday, the 13th.

Friday is automatically settled as one night on which the course is to be given; the other night will probably depend on which night Professor Schwarz can come. Some of the people who propose to come can't be sure until they know what nights the course is to be given.

Everybody should come with notebooks and pencils. Spare ink wells should be provided as ink is needed to make out the registration forms. The copy of the registration for Washington must be in ink.

Plenty of blackboard space is needed. (We have two 4 X 8 blackboards and Professor Wells said that would be enough.)

Regarding textbooks. The textbook to be used is entitled "Outline of Statistical Methods" by Arkin & Colton. The cost is not known, but it will not be more than \$4.00. The books could be ordered through the book store and charged to the L. T. I. Associates. There surely should be 40 from the applications made out. (Mr. Leitch thought that all people would be interested in the book even if they could not attend classes and that it would be safe to order 50 books - Pacific would guarantee.) If Pacific guarantees, 50 or possibly 60 books might be ordered and a few could be returned if not needed.

In the preliminary contract drawn up, Professor Schwarz is scheduled to give at least 60% of the course and may possibly give about 80% of it. He can't handle the whole thing because he must be away - Wright Field, Dayton, etc. When Professor Schwarz can't be where Professor Fox will take over. Professor Fox is considered to be just as good as Professor Schwarz. (Mr. Leitch said he knew Professor Fox, but that the people here did not know him.)

We are to send for Professor Schwarz at M. I. T. between 5 and 5:30. (In order to make allowance for driving conditions, etc., we will make arrangements to reach there at about 5 p.m.). Park the car on Massachusetts Avenue opposite the main entrance of the Naval Architectural Building. Classes close at 5 p.m., but there will be a watchman on duty at the right at the main door. Go to the watchman and he will 'phone Professor's Schwarz' office.

(The above information was telephoned by Professor Wells to Mr. Leitch)

EJK

*Pacific to furnish notebooks
to all
Pacific to buy books for
employees (Gross + Colton included)
addl. pay \$1.00*

February 5, 1945

Handling and Interpreting Textile Data

The first meeting on the above course will be held on Friday, the 9th, at 7 p.m. and the next one will be on the following Monday, the 12th, or Tuesday, the 13th.

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(The above information was telephoned by Professor Wells to Mr. Leitch)

EJK

February 5, 1945

Handling and Interpreting Textile Data

The Engineering Science and Management War Training course on statistics will start on Friday, February 9, at 7p.m. under the above title. The following session will come either on Monday, the 12th, or Tuesday, the 13th. The sessions will run from 7 to 9 p.m. and will last for 10 weeks or a total of 40 hours. The meeting place is in the Atlantic Building in the first floor area formerly occupied by the Central Time-keeping Department, with entrance by way of the door at the end of the building near the C-6 gate; the same door used to enter the Paymaster's Department. *

The course is to be given under the direction of the Lowell Textile Institute, Professor A. Edwin Wells, Institutional Representative in Charge, and the course is to be conducted by Professor Edward R. Schwarz with the assistance of Professor Kenneth Fox.

Registration will take place on Friday, the 9th. Those who can be there that evening should register even if there is a question as to whether the other night is suitable.

\$1.00
The textbook to be used is entitled "Outline of Statistical Methods" and was written by Arkin and Colton. Arrangements for obtaining the textbooks are being made by Professor Wells. The price has not been obtained. The textbook is to be paid for by the individual.

This course is much shorter than the usual Engineering Science and Management War Training course but was proposed by Professors Wells and Schwarz and approved by the Government with the understanding that a second course is to be offered if the results obtained in this first one are satisfactory.

(This information comes from Professor Wells and is passed along for your enlightenment.)

HWL:EJK

CC: COL. TALBOTT
MR. HOOPER
MR. DALTON
MR. EBHARDT
MR. WILKIE
MR. O'NEIL
MR. ORTSTEIN

*together
with
lists of
affiliates*

* *Telephone from Prof Wells
2/6/45 A.M.
Course to be held on Mondays and
Friday at 7 P.M. = official*

*To start 2/16/45
(AEW to HWL) due to
conditions*

*Return to
Hewitt file*

February 5, 1945

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MR. HOOPER
MR. DALTON
MR. REHARDT
MR. WILKIE
MR. O'NEIL
MR. ORNSTEIN

February 5, 1945

Professor A. Edwin Wells,
Office of Institutional Representative,
SSMWT, U. S. Office of Education,
c/o Lowell Textile Institute,
Lowell, Mass.

Dear Sir:

Regarding the course on "Handling and Interpreting Textile Data" one thing has not been settled and that is how many enlisted men are going to be allowed to register and if they are not all going to be allowed to register we would like to have Colonel Talbott given the chance to make the arrangements as to choice. If possible, we would like to have it appear that they are all registered, even though they actually are not.

Yours very truly,

Harold W. Leitch,
Gen. Supt. in Charge of Research

HWL:EJK

MESSAGE BY TELEPHONE

February 2, 1945

From Prof. E. Wells (Lowell Textile)

Telephone No. 168

Called EJK

at 10:40 o'clock

Operator

Remarks:

Professor Wells called to advise that they have received approval from Washington for the course in statistics.

It is expected to start the latter part of next week (either Thursday or Friday).

Time and nights will be advised after Prof. Wells has taken matter up with Prof. Schwarz.

Going to Boston today - may call back later today. Will come here early part of next week to go over entire matter.

Prof. Wells mentioned matter of room, blackboards, and notification of students. Was advised that room and blackboards were taken care of and that we would notify students (instead of having him send cards to each individual)

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150WD 5M

Memorandum from

~~H. W. LEITCH~~

1944		AUGUST							1944
S	M	T	W	T	F	S			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					



January 17, 1945

Professor A. Edwin Wells,
Office of Institutional Representative,
EMSWT, U. S. Office of Education,
c/o Lowell Textile Institute,
Lowell, Mass.

Dear Sir:

Herewith I am sending you applications by three additional candidates for the statistics course under the Engineering Science and Management War Training. All three are for people from the Climatic Research Laboratory -- one is for an officer, another is for an enlisted man, and the third is for a civilian employee.

Referring to the applications from the Climatic Research Laboratory, other things being equal the selection of the enlisted men should be subject to a conference with Colonel Talbott.

Yours very truly,

Harold W. Leitch,
Gen. Supt. in Charge of Research

HWL:RJK

Encs.

January 30, 1945

Professor A. Edwin Wells,
Office of Institutional Representative,
EMSWT, U. S. Office of Education,
c/o Lowell Textile Institute,
Lowell, Mass.

Dear Sir:

Herewith I am sending an additional application
for the statistics course under the Engineering Science
and Management War Training. This is for Francis J. O'Brien,
a teacher at the Lawrence High School.

Yours very truly,

Harold W. Leitch,
Gen.Supt. in Charge of Research

HWL:EJK

Enc.

sent 1/12/45

January 11, 1945

Professor A. Edwin Wells,
Office of Institutional Representative,
BMSWT, U. S. Office of Education,
c/o Lowell Textile Institute,
Lowell, Mass.

Dear Sir:

Herewith I am sending you a number of blanks which have been filled in by candidates for the Engineering Science and Management War Training course in statistics. Included are forms for 38 Pacific Mills employees, 17 for members of the U. S. Army, Climatic Research Laboratory (4 officers and 13 enlisted men), 3 civilian employees of the Climatic Research Laboratory, and 1 member of the staff of Rath & Strong, Inc.

Yours truly,

Harold W. Leitch,
Gen. Supt. in Charge of Research

HWL:EJK

Encs.

Slave Proj.
Mr. Mailey

I trust some
will take course
from Mr. Dir.

J.M.

1/3/45

Statistical Analysis + Construction

This course will probably be two
nights a week 6 to 8 or 7 to 9 P.M. at the
mill. Will deal with amount of information
needed to arrive at conclusions. Also
interpretation and evaluation of reports
made by others. May include proper
construction of reports. Persons now
interested include Research Dept - Cost
Dept - Standards Dept - Accounting Dept
+ Climatic Research personell.

Course is of college level and High School
diploma + 1 year of algebra needed to qualify
first 17 pupils but we have these now
+ course is open to all.

Sponsored by Fed. Govt. - No tuition fee.

Probable teacher - Prof Freeman of M.I.T.

Return applications to me as soon as possible.

J.F.L.O.

Telephone message from Prof. Wells, Lowell Text. Inst.
1/8/45

There is a fast restriction on the training of enlisted men; officers (second-lieutenants and up) are allowed to enter course without any restrictions.

If a number of officers take the course, a number of enlisted men may be allowed to take the course, (ratio of 2 men to 1 officer, but with a limit of 6 men to the class) ~~XXXXXXXXXX~~ if there is a large enrollment.

All civilians are eligible no matter by whom they are employed.

Not sure whether they can give the course until they hear from Washington. May have to get M.I.T. or Northeastern to sponsor the course, if L. T. I. is not qualified on this course in statistics which is a borderline case.

Must be careful because they are continually warned that investigations (congressional) are expected of these courses after the war and since the present set-up in Washington (bureau) will be gone, the schools sponsoring the courses will be held responsible.

Of:

En.

Civ.

January
December 19, 1944

Col. John H. Talbott,
Climatic Research Laboratory,
Lawrence, Mass.

Dear Sir:

Confirming our conversation of today, anybody in your organization is invited to join a number of individuals employed in this vicinity (and mostly by Pacific Mills) in making application through Lowell Textile Institute for inclusion in a class in STATISTICS under Engineering, Science and Management War Training.

We hope that such a course can be arranged to be given by Prof. Harold A. Freeman of M. I. T., but we cannot hope to get it if all the applicants are employed by Pacific Mills. So, I would greatly appreciate having a number of your personnel join with these people of ours in filling out applications.

It is understood that such applications are voluntary on the part of the individual and that any action taken has no direct connection with Climatic Research Laboratory or with Pacific Mills.

Yours very truly,

Harold W. Leitch,
Gen. Supt. in Charge of Research

HNL:EJK

January

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Yours very truly,

Harold W. Leitch,
Gen. Supt. in Charge of Research

HWL:EJK

*Return to
Hess of letter*

ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U. S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

OFFICE OF INSTITUTIONAL REPRESENTATIVE
PROF. A. EDWIN WELLS
LOWELL TEXTILE INSTITUTE
LOWELL, MASSACHUSETTS

December 13, 1944.

Copy
Mr. Deaton — 12 Blanks
Mr. Elhardt — 9 blanks
Mr. Hooper — 19 blanks
Mr. O'neil — to JND
Mr. Oststein 1+5
Extra

COL. TALBOTT — 12 Blanks + 3 + 9
Mr. WILKIE — 4 Blanks

Harold W. Leitch, (General Superintendent,
Worsted Division,
Pacific Mills,
Lawrence, Massachusetts.)

Dear Mr. Leitch:

In filling out the preliminary applications enclosed, it is essential that each applicant fill in the three blank lines above "experience last three years", giving all mathematical subjects that he has taken. Places and dates need not be given, but the approximate length of a course, i.e., one term, one year, 80 hours of evening school. In other words, to put down simply Algebra with no indication of time would not be sufficiently clear. The equivalent of a first year high school algebra course must be shown by the minimum number of seventeen applicants. Beyond this minimum we can accept applicants who show the equivalent of at least Algebra A1, which is algebra through fractions. While the going may be a little difficult at times, nevertheless the trainees should acquire considerable useful knowledge from the proposed course.

We are enclosing several carbon copies so that these instructions can be turned over to various companies whose employees are being enrolled in this course. Name and number of course in the upper right hand corner should be left blank. We shall fill that in. Note the request at the top of the application blank that all data be printed. It is essential that we be able to read the data without misunderstanding. We trust that no applicants will inform us that they were born in 1944. This is a rather common error in filling out applications.

It is rather doubtful that the government will finance a fourth course for the Pacific Mills only. I admit I am guessing, but from situations outside our area, this might be true. At any rate, I urge that as many applicants as possible be obtained from other mills. I should think the Arlington Mills would be interested, as they already have men in our Industrial Electronics program.

Cordially yours,

A. Edwin Wells

Instructions for filling out applications for course in
Statistics

Omit name and number of course (upper right hand corner).

Print all data in order that we may be able to read it.

Be careful of year of birth (you were not born in 1944).

On the three lines above the words "experience last three years"
carefully list all mathematics and the number of hours or terms
for each mathematical subject.

Be sure the applicant signs his name in writing.

Some official of the company should approve the signature at the
bottom of the application on the line indicated.

COPY
ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U.S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

Mr. Dalton
Mr. Eshardt
Mr. Hooper
Mr. O'Neil
Mr. Orstein
From--HML

December 13, 1944.

Office of Institutional Representative
Prof. A. Edwin Wells
Lowell Textile Institute
Lowell, Massachusetts

Harold W. Leitch,
Worsted Division,
Pacific Mills,
Lawrence, Massachusetts.

Dear Mr. Leitch:

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Mr. Dalton
Mr. Gbhardt
Mr. Hooper
Mr. O'Neill
Mr. Ortstein

COPY
ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U.S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

From--HWL

December 13, 1944.

Office of Institutional Representative
Prof. A. Edwin Wells
Lowell Textile Institute
Lowell, Massachusetts

Harold W. Leitch,
Worsted Division,
Pacific Mills,
Lawrence, Massachusetts.

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ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U. S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

OFFICE OF INSTITUTIONAL REPRESENTATIVE
PROF. A. EDWIN WELLS
LOWELL TEXTILE INSTITUTE
LOWELL, MASSACHUSETTS

December 15, 1944.

Harold W. Leitch, General Superintendent,
Worsted Division,
Pacific Mills,
Lawrence, Massachusetts.

Dear Harold:

Thanks for your letter of December 14. Enclosed are fifteen application blanks. My feeling is that if we can get six qualified applicants from any companies other than the Pacific Mills, eleven or twelve more from the Pacific Mills, also qualifying, will give us a satisfactory group for our proposal to Washington. However, we must try to enable as many of the forty applicants to qualify as possible.

Professor Douglass, Institutional Representative of M. I. T., tells me that this type of course has an unusually high mortality. Even though the course can be held to about sixty hours, the lack of laboratory experiments, which are possible in so many machinery type of courses, is not conducive to maximum enthusiasm, and sustained interest. Professor Douglass told me that there should be at least thirty-five or forty in the entering group in order that mortality does not drop the course down to a closing out number. Of course, statistics does not have quite the glamor that some other courses do, hence the high mortality is quite understandable.

As soon as I have received the proposed outline from M.I.T., I shall have a conference with you regarding details.

Cordially yours,

A. Edwin Wells

December 14, 1944

Professor A. Edwin Wells,
Office of Institutional Representative,
EHSWT, U. S. Office of Education,
c/o Lowell Textile Institute,
Lowell, Mass.

Dear Ed:

Your letter of the 13th is at hand together with the blank applications and instructions. I will need about a dozen or more application blanks as I expect to get some applications from people in the Climatic Research Laboratory of the Quartermaster Corps. How many such people do you think we should include in a qualifying class of 17 in order to get government sanction? Would 6 be enough? If we qualify a total of 17, how big a class can we have? It looks as though we would have about 40 applications.

Yours truly,

HWL:EJK

November 30, 1944

Professor A. Edwin Wells,
Institutional Representative, ESMT,
Lowell Textile Institute,
Lowell, Mass.

Dear Ed:

I have had an inquiry here in regard to a course
on statistics useful in connection with job study, time study,
sampling, testing, etc., and would like to know what you might
offer and whom you could get to put on such a course.

Best regards.

Yours truly,

HWL:EJK

Called HWL 12/4/44

C O P Y for Mr. Leitch

ESMWT

FEDERAL SECURITY AGENCY
U. S. OFFICE OF EDUCATION
WASHINGTON 25, D. C.

Engineering, Science, and
Management War
Training

October 25, 1944

Professor A. Edwin Wells
Lowell Textile Institute
Lowell, Massachusetts

Dear Professor Wells:

Your preliminary proposal for the course in Electrical Engineering for the Haverhill plant of the Western Electric Company is being approved. The program you have planned to assist this company seems excellent and ideally adapted to the needs of the industry. Barring termination of the war with Germany or Japan, there seems no reason why the program should not be carried to completion under ESMWT sponsorship.

We wish you every success with your courses.

Very truly yours,

E. T. Donovan
Principal Specialist in
Engineering Education

ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U. S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

OFFICE OF INSTITUTIONAL REPRESENTATIVE
PROF. A. EDWIN WELLS
LOWELL TEXTILE INSTITUTE
LOWELL, MASSACHUSETTS

October 10, 1944.

Supplementary to ESMWT Report of September 25, 1944.

Since the previously submitted report, an advanced course has been completed for employees of the Pacific Mills, number 22 trainees. Proposals for same have been forwarded to Washington. Instruction is to start October 23. This will bring the gross number of trainees up to 145.

The most gratifying and largest single training program inaugurated in this area has just been completed for the Western Electric Company of Haverhill. It is really an outstanding recognition of Lowell Textile Institute and an achievement for us in the field of education for war training. The qualifications of our staff and Institute were explained to one of their executives last August, when the need for training in this company was made clear to me. The needs are critical. The product is vital to the war effort including the fields of electronics and radar. It represents a single complete unit transferred from New Jersey to Haverhill as a permanent location. The company is short-handed and had to employ untrained help. Consequently, our training is looked upon as a tremendous help to increasing production.

Last Thursday afternoon five of their top executives, together with myself and my top radio engineer, Mr. Warren Entwistle, met for exactly three hours in the company's plant. A complete training program was meticulously prepared. We were shown important processes and equipment. In addition, we were supplied with blueprints and private manuals with respect to the vital products. The following program is the result: 180 hours of training, divided approximately into one-third laboratory and two-thirds lecture and demonstration; the lectures to be given in the company's classrooms in Haverhill; the laboratory at the Lowell Textile Institute, for which the Western Electric Company is to provide bus transportation for the trainees; special design instruction will be given by engineers from the Bell Laboratories in New Jersey entirely at the company's expense, but one of our instructors must be in the classroom to organize the class session, and to handle and promote questions and discussion. This program will be divided into three units, to run as three courses under three separate contracts, with a week's vacation between courses. The program will be concluded approximately June 1, unless terminated by cessation of hostilities, as required by law. Thirty-two qualified trainees have already enrolled for this program. Dean White, the Regional Adviser, has been contacted and is not only enthusiastic over this result of our work but has asked us to send his whole hearted approval and endorsement along with the first contract.

The officials of the Western Electric Company have come from New Jersey to New England to create this enterprise and put it into operation.

(over)

Hence, they are new to New England and to our Institute. I feel that the results of this contact between them and us cannot help but result in the most favorable publicity and goodwill on their part for this Institute, as well as a genuine contribution to the war effort in a nationally known industry that vitally needs it. I might add in closing that the course is one in special electrical engineering and will involve, for the most part, regular staff members of the Institute. Because of the heavy evening schedule, however, a few of the electronics staff will be needed to conduct the laboratory and assist in the small electronics portion of the course.

This program, scheduled to begin October 30, will bring the approximate gross number of trainees to 180. This makes it practically certain that we will reach the 200 trainee total by the end of this month, as other programs are pending.

It is because of the wide scope and importance of this program which has climaxed the results of our summer efforts, that I have submitted this rather detailed supplementary report.

A. Edwin Wells

A. Edwin Wells
Institutional Representative

October 5, 1944

Dean William C. White,
Adviser to Region 1, ESMWT,
Northeastern University,
Boston 15, Mass.

Dear Dean White:

Your letter of October 4th in regard to the Engineering, Science, and Management War Training work of the Lowell Textile Institute and the activity of Professor A. Edwin Wells is most gratifying.

I am very pleased that you took time to write this letter expressing your views and those of Dean George W. Case.

It is a great help to me to know that our struggle to establish these courses at Lowell has yielded such satisfactory results.

I will consider it a privilege to present your letter to the Board of Trustees at its meeting on next Tuesday.

Please accept my personal and sincere thanks for your assistance in the establishment of this program.

Yours truly,

HWL:EJK

cc: Mr. Derby

7
July 27, 1944

Professor John C. Lowe
229 Dracut Street
Lowell, Massachusetts

Dear Professor Lowe:

In reply to your letter of July 26, 1944, I wish to certify to whomsoever you wish to present this letter, that you are conducting an 8-weeks' course at the Pacific Mills, Worsted Division, Research Laboratories, Lawrence, Massachusetts. These courses are "Textile Testing" and "Textile Engineering" under the auspices of the U. S. Office of Education and included in the Federal Government Project known as "Engineering, Science, and Management War Training Courses" as an aid for the war effort.

As you state in your letter, the round-trip mileage from your home to this Laboratory by automobile is $24\frac{1}{2}$ miles and as you will have to make between twenty to twenty-four return-trips to conduct your courses, the total mileage will amount to 500 to 600 miles. This will necessitate extra gasoline than you are generally provided, by the usual ration allotment.

Very truly yours,

PACIFIC MILLS, WORSTED DIVISION

BY:

JND:EAD

Director of
Chemical Department

ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U. S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

OFFICE OF INSTITUTIONAL REPRESENTATIVE
PROF. A. EDWIN WELLS
LOWELL TEXTILE INSTITUTE
LOWELL, MASSACHUSETTS

E S M W T

Instructor	Contact hours, L.T.I. per week
Brown, Harry	16
Brown, Horton	18
Cushing, Lester H.	12
Everett, Charles	22
Hindle, Milton	23
Fox, Russell M.	21
Howarth, Charles	20
Lowe, John C.	19
MacKay, Stewart	16
Merrill, Gilbert	18
Nowell, Winford	16
Pero, Henry	21
Rosatto, Vittorio	20
Skinkle, John	21
Wells, A. Edwin	18
Bachmann, Herman	0

ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U. S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

OFFICE OF INSTITUTIONAL REPRESENTATIVE
PROF. A. EDWIN WELLS
LOWELL TEXTILE INSTITUTE
LOWELL, MASSACHUSETTS

November 7, 1944

Members of the LTI staff who have or are teaching ESMWT courses

	Lect.	Lab. =	Lect.	Total
Harry C. Brown	7	12.8 ^{9.6} 9.7.2	14.2 ^{16.6}	16.6
Horton Brown	14	3	2.4	16.4 ✓
Lester H. Cushing	17			17 ✓
Charles H. Everett		24	19.2	19.2 ✓
Russell M. Fox	24			24 ✓
Milton Hindle	10	15	12	22 ✓
Charles L. Howarth	6	15	12	18 ✓
John C. Lowe	8	15	12	20 ✓
Stewart MacKay	19			19 ✓
John L. Merrill	2	21	16.8	18.8 ✓
Henry L. Pero	6	17	13.6	19.6 ✓
Vittoria Rosatto	17			17 ✓
John H. Skinkle	10	11	8.8	18.8 ✓
A. Edwin Wells	14	4	3.2	17.2 ✓

The estimation of laboratory is on the conservative side. As President Eames has pointed out, some hours are difficult to classify. It is probable that we have classified some hours as lab which could well be called lecture. However, the above results put all instructors above 16 except Harry Brown. However, as his teaching was done during the summer, he is not affected at present.

A. Edwin Wells

Institutional Representative

*Harry C. Brown record was in error,
but stands corrected according
to tel. from Miss Foote for Ed. Wells
11/13/44 HWW*



Office of the Registrar

ESMWT
The Commonwealth of Massachusetts
Department of Education
Lowell Textile Institute
Lowell, Mass.

Hours per week for members of the instructing staff
 First Term, 1944-1945

	Day and Evening	Evening Only		Day and Evening	Evening Only
Professor Ball	18	4	Professor Howarth	21	5
Professor Harry C. Brown	16	4	Mr. Jack	9*	4
Professor Horton Brown	17	4	Professor Jones	22	-
Professor Russell L. Brown	17	-	Professor Lowe	23	4
Dr. Chapin	15	4	Professor MacKay	19	4
Professor Cushing	17	-	Professor Gilbert Merrill	22	4
Mr. Daley	29	6	Mr. John L. Merrill	23	4
Professor Dow	11	2	Professor Nowell	19	4
Mr. Everett	24	5	Dr. Panagiotakos	5	-
Professor Fickett	25	6	Mr. Pero	23	4
Mr. Fox	24	4	Mr. Petterson	9*	4
Professor Glen	11	-	Miss Rosatto	17	4
Mr. Hindle	25	4	Professor Skinkle	21	2
Professor Hoellrich	23	4	Professor Wells	18	4

*Machine Shop, full schedule; balance of time beyond teaching given to repair and construction of apparatus and equipment.

The above hours include evening school.

November 7, 1944.

ESMWT



Office of the Registrar

The Commonwealth of Massachusetts

Department of Education

Lowell Textile Institute

Lowell, Mass.

November 7, 1944.

Dear Mr. Leitch:

Enclosed is a list of members of the instructing staff and the hours per week for the first term. The hours may differ slightly from the first list sent you showing hours for members of the ESMWT staff. This was caused by the fact that all had not entered the night school hours on their day school schedules. I have since obtained them.

Professor Wells also asked for a list of the ESMWT staff with lecture hours and lab reduced to lecture hours. His note is self-explanatory.

Sincerely yours,

Ruth Foster

Registrar

Extract from minutes of ESMWT meeting held in Boston July 31, 1944

Professor Wells reported that Lowell Textile Institute now has two electrical courses and three textile courses in session. He added that some of the textile courses are partly on company time. He advised the group that they now have staff facilities to give nine different courses on textiles, and that the Institute would be glad to supply teachers or other assistance to any of the participating colleges who may find a need for this type of instruction in their area.

Professor Wells described the textile industry as an excellent example of an industry whose training needs have been largely on the vocational level, but which is rapidly discovering the need for scientifically trained personnel to promote and advance its new technology.

Copy for Mr. Leitch and Mr. Derby

7
July 14, 1944

Prof. Edward Wells
C/O E.S.M.W.T.
Lowell Textile Institute
Lowell, Massachusetts

Dear Ed:

Enclosed I am sending you a suggested outline for both a course in the Chemical and Physical characteristics of textile fibers, about which I spoke over the telephone today.

These suggestions may supplement your own ideas of what these courses should offer.

I will be away on vacation next week but you can contact Mr. O'Neil if you have any further questions.

With kindest personal regards, I remain

Very truly yours,

PACIFIC MILLS, WORSTED DIVISION

By:

Director of
Chemical Department

JND:EAD

Enc. 2

PACIFIC MILLS WORSTED CHEMICAL DEPARTMENT

July 13, 1944

SUGGESTED TOPICS FOR A BRIEF COURSE IN
"CHEMICAL PROPERTIES OF MODERN SYNTHETIC FIBERS"

CHEMICAL

I Brief description of manufacture--raw materials, etc.

II Elemental constitution

a. Relation to Chemical properties.

III Reactions of fibers to various chemicals used in mill processing.

a. Acids

1. Mineral and organic

b. Alkalis

1. At various pH.

- a. Caustic
- b. Carbonate
- c. Acetate Soda
- d. Borax
- e. Bicarbonate
- f. Hexameta phosphate
- g. Triethanolamine

c. Solvents

- 1. Tri and Perchlor ethylene
- 2. Acetone
- 3. Hiflash Solvent
- 4. Solvesso type
- 5. Pine Oil
- 6. Ether
- 7. Carbon Tetrachloride
- 8. Octyl Alcohol
- 9. Diethylene Glycol
- 10. Glycerine
- etc.

d. Soaps -- Synthetic Detergents

- 1. Usual soda soap
- 2. Synthetic detergents
 - a. Naccanol type
 - b. Igepon type
 - c. Sulfated Alcohol type
 - Etc.

3. Sulfonated oils

IV Orient Effect of Chemicals in mill processing

- a. Fulling
- b. Scouring
- c. Dyeing
- d. Fiber lubrication in yarn manufacturing

WORSTED CHEMICAL DEPARTMENT

JND:EAD

BY:

m Leitch

PACIFIC MILLS WORSTED CHEMICAL DEPARTMENT

SUGGESTED TOPICS FOR A BRIEF COURSE IN
Physical PROPERTIES OF MODERN FIBERS"

PHYSICAL

Fundamental Aspects

Extension

Elongation

Elasticity

Elastic Limit

Yield Point

Stress - Strain

Tension

Compression

Shear

Torsion

Flexibility

Brittleness

Malleability

Hardness

Resistance to abrasion

Practical Aspects

Ability to draft

Ability to hold twist

Felting properties

Effect of temperature

Effect of moisture - wet - atmospheric

Dielectric properties

Effect of lubricating oils

Worsted Physical Laboratory

By:

J. O. J.

ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING COURSES

Offered by Lowell Textile Institute, Lowell, Mass.

Sponsored by the United States Office of Education

TUITION FREE

Courses may be given at the Institute or in the plant.
Instruction can be given during the day or in the evening, part time or full time.

Courses will be designed for specific plant needs in consultation with plant executives.

There is no charge for tuition. The only cost will be for textbooks and minor supplies. All courses are of college level.

REQUIREMENTS FOR ADMISSION: High School diploma or equivalent, but basic subjects needed for admission differ with the various courses.

This educational program is part of the national project supported by the United States Government for specialized training in fields essential to the war effort.

Women as well as men are to be trained in this program. **WOMEN WITH TECHNICAL TRAINING** are urgently needed in war industries.

Lowell Textile Institute offers specially designed courses to fit your needs in the following fields:

Chemistry and Chemical Engineering	Mathematics
Textile Chemistry and Dyeing	Textile Engineering
Technology of Fibers and Synthetics	Electronics
Textile Fibers and Fabrics	Fundamentals of Radio, Part I
Textile Finishing	Fundamentals of Radio, Part II
Textile Testing	Industrial Electronics
Cloth Analysis and Textile Design	Electrical Instruments
AC Electrical Engineering	Oscilloscope and Industrial Applications
DC Electrical Engineering	Sound Systems and Public Address Systems
Engineering Drawing	Safety Engineering
Textile Microscopy	Personnel Training
General Chemistry	Industrial Management
Manufacture of Fabrics and Related Problems	

} in cooperation with
other institutions

Courses require fifteen or more qualified applicants.

All courses are subject to approval by E.S.M.W.T. officials.

Address all inquiries to War Training Bureau, Lowell Textile Institute, or telephone Lowell 6394, War Training Bureau, for detailed information and course application form.

Starts July 17, @ 7:00 P.M. at L. T. I.

ENGINEERING, SCIENCE, MANAGEMENT AND WAR TRAINING
Lowell Textile Institute, Lowell, Massachusetts

All Courses Subject to Approval by the United States Office of Education

INDUSTRIAL ELECTRONICS, Part I

Preparatory to "ADVANCED INDUSTRIAL ELECTRONICS" Parts II, III, and IV
Parts II, III, and IV are especially designed for specific war industries

Mathematics (review):

Fractions, percentage, powers of ten, metric system conversion factors, elementary algebra, logarithms, decibels, and right triangles

Direct Current:

Ohm's law, series and parallel circuits, voltage divider circuits, power, use of electrical measuring instruments - ammeters, voltmeters

Alternating Current:

Generation of AC wave, graphical representation of AC, wave values, phase relations, inductance, capacitance, reactance, impedance, time constants, resonance, series and parallel circuits, voltage divider circuits, power, use of electrical measuring instruments - ammeters, voltmeters, wattmeters

Thermionic Emitters:

Mechanism of emission, space charge, electron stream control, amplification, multi-element tubes, metal tubes, voltage regulator tubes, cathode ray, secondary emission, rectifier tubes

Amplifier Characteristics:

Characteristic curves, plate resistance, amplification factor, mutual transconductance

Alternating Current Apparatus:

Transformers, simple AC generators, oxide rectifiers, relays

Electronic Measuring Devices

Ammeter and voltmeter principles, shunts and multipliers, ohmmeter, vacuum tube voltmeters

Types of Amplifiers:

Resistance, capacity and transformer coupled amplifiers; voltage and power amplifiers; circuits and application to other than communication field

Adv. Textile Engineering (Overseers)

Preliminary outline based upon conference of July 11, 1944

Tuesday, Wednesday, Friday 10:00 - 12:00 noon 72 hours

Six hours per week for 12 weeks

MODERN TEXTILE SYNTHETICS Professor John H. Skinkle 14 hours

1. Cellulose derivatives - acetate, regenerated acetate, viscose, cellulose ethers
2. Prolons - aralec, soy bean fiber
3. Nylon
4. Resins and fibers
5. Acrylates
6. Urea and melamine condensates

STANDARD FABRICS Professor MacKay 12 hours
Descriptions

MILL ILLUMINATION Professor A. Edwin Wells 6 hours
Modern trends; standards; psychology; human relations

TECHNOLOGY OF PRESENT DAY COLOR Miss Rosatto 24 hours
(Munsell Color System)

1. Color Terms
2. Color Blends
3. Color Values
4. Color Harmonies
5. Color Distribution and Juxtaposition
6. Color in Fabric
7. Color in the Mill
8. Color Trends

INTERPRETATION OF MODERN TEXTILE TESTING Professor Harry C. Brown 16 hours
Twist, crimp, elongation, count, breakage, etc.

Textile Engineering II (Second hands)

Preliminary outline based upon conference of July 11, 1944

Tuesday, Wednesday, Friday 8:00 - 10:00 a.m. 84 hours

Six hours per week for 14 weeks

TECHNOLOGY OF FIBERS Prof. Russell L. Brown 36 hours
Characteristics of viscose, acetates, aralac,
wool, cotton, and miscellaneous
fibers

YARN CALCULATIONS Professor Stewart MacKay 6 hours
Yarn standards; terminations of counts and weights

WEAVE FORMATIONS Professor MacKay 6 hours
2 up 2 down twill and similar weaves; fancy twills;
santeens

CLOTH ANALYSIS Professor MacKay 36 hours
Analysis of serge; homespun, tweed; tropical worsted
Analysis of samples submitted by Pacific Mills

It must be understood that the hours listed above are not all given to lecture.
About a fifth of the time will be given to actual laboratory work in the classroom,
calculation of results and supervised study.

ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U. S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

OFFICE OF INSTITUTIONAL REPRESENTATIVE
PROF. A. EDWIN WELLS
LOWELL TEXTILE INSTITUTE
LOWELL, MASSACHUSETTS

July 7, 1944.

Harold W. Leitch, Chairman,
Board of Trustees, Lowell Textile Institute,
Worsted Division, Pacific Mills,
Lawrence, Massachusetts.

Dear Mr. Leitch:

Professor Wells wished me to write to you to confirm the meeting at Lawrence in regard to the ESMWT courses to be given to employees of the Pacific Mills. This is to be held at half past nine next Tuesday morning, July 11. Professor Wells would like to have the meeting in Mr. O'Neil's office rather than in your office. He hopes that you can be present for a little while to talk over the details of the course in Cloth Analysis and Textile Design. If you cannot be there, perhaps you can suggest some other executive with whom the details can be discussed.

Do you think any one beside Mr. Rowntree should be present at the meeting in regard to the courses in Textile Testing and Textile Microscopy?

Will you please arrange with the officer at the gate by the testing laboratory for the admission of our instructors? They can identify themselves by giving their names. The officer can tell them where to park their cars.

Unless it is necessary, Professor Wells does not plan to go to the Lower Pacific Mills.

Enclosed are copies of ESMWT-Misc. 2001 and Form 3. The duties of Institutional Representative are outlined on page 12, paragraph 27, of the former and on page 8, paragraph 16, of the latter.

I trust that I have not omitted anything from the instructions which Professor Wells asked me to send along.

Very truly yours,

Ruel Foote
Registrar

Called JWB & JFM 7/10/44

East Northfield, Mass

37 ASHLAND STREET

MELROSE

MASS.

June 28, 1944

Dear Harold -

I am taking six days off - at Northfield Seminary where my sole responsibility is 2 hours lecture per day in psychology and education. 500 young people here - mostly high school age - just the kind to hear a word about L.S.L. Rest of day to loaf, hike, swim in beautiful pool, etc.

However - I wanted you to hear latest. Keep three sacs working overtime Friday. I worked until midnight. Then Miss Dorte and I worked Saturday until about one. Monday morning they all worked. Result 22 items as follows - 5 copies of Teaching Plan, 5 copies of Administrative Budget, 6 copies each of 12 page proposals for two courses. Pres. Eames signed the 22 items.

I signed them. arrived Com. Warren's office 20 mins early, they took me right in however. Mr Varney and I patted each others' shoulder, acted like old cronies - and he asked a few questions. Then in we went to Mr. Warren - he signed. Think you would have enjoyed my session with Mr. Varney -

Tuesday a m 15 mins early to Com. Zastu - but was asked right in - he had several good questions - cleared up further questions. Wants staff paid monthly - I was surprised as many pay twice during course -

Everything on way to Washington.

Two courses in NH start July 10. In Mass. July 17. Now setting up course in textile microscopy by request and may have program at Ralston - they have written. So will not release publicity until next week - your untiring efforts now are bearing fruit - my deepest thanks - Ed Wells



The Commonwealth of Massachusetts
Commission on
Administration and Finance

State House, Boston

May 26, 1944.

Mr. Harold W. Leitch, Chairman,
Board of Trustees,
Lowell Textile Institute,
Pacific Mills Worsted Division,
P. O. Box 1077,
Lawrence, Massachusetts.

Dear Mr. Leitch:

This is to acknowledge the receipt
of your letter dated May 25 in which you request
that the time of our appointment on Monday, May 29,
be changed from 1:30 p.m. to 2:00 p.m.

The change in time fits in with my
program for the day so I shall look forward to seeing
you at 2:00 p.m.

Very sincerely,

Paul W. Foster
Paul W. Foster
Chairman.



The Commonwealth of Massachusetts

*Department of Education
Lowell Textile Institute*

Lowell, Mass.

May 11, 1944.

Mr. Harold W. Leitch,
Worsted Division,
Pacific Mills,
Lawrence, Mass.

Dear Mr. Leitch:

In accordance with your request, I am enclosing a rough draft of what seems to me to be the essential details for the letter you intend to send to staff members. I feel that the opening sentence is rather critical and have tried so to word it that it would cater to President Eames and help to keep things smooth.

Furthermore, I feel that whether or not President Eames signs, is rather secondary. It seems to me that your signature as Chairman of the Board should be there in any case.

You may wish to make the opening or closing remarks more emphatic or stronger, or delete from mine. I hope, however, that the enclosure is of assistance. I have tried to stress, under item 4, what seems to me to be one of the major objectives of the program from our viewpoint. Possibly item 3 should be enlarged upon.

I think the staff in general has the feeling that there will be very few students here next fall. On the other hand, it is my feeling that a few members of the staff do not attach enough importance to this fact.

I shall phone you regarding our appointment next week, as we should meet at the earliest possible opportunity.

Cordially yours,

A. Edwin Wells

A. Edwin Wells

May 16, 1944

Dean William White
Regional Advisor
E. S. M. W. T.
North Eastern University
Boston, Mass.

Dear Dean White:

I would appreciate having you tell me the procedure for changing the Institutional Representative on E. S. M. W. T. at the Lowell Textile Institute and would like to hear from you at your earliest convenience as it is desirous to officially make the change at once.

Yours truly,

Harold W. Laitch
Chairman of the Board of Trustees
Lowell Textile Institute

HWL:AAL

cc: Mr. Charles H. Eames, President
Lowell Textile Institute
Lowell, Mass.

ENGINEERING, SCIENCE, AND MANAGEMENT WAR TRAINING
U. S. OFFICE OF EDUCATION
FEDERAL SECURITY AGENCY

OFFICE OF THE ADVISER TO REGION I
WILLIAM C. WHITE
NORTHEASTERN UNIVERSITY
BOSTON, MASSACHUSETTS

May 17, 1944

15,

Mr. Harold W. Leitch
Pacific Mills
P. O. Box 1077
Lawrence, Massachusetts

Dear Mr. Leitch:

In response to your letter of May 16 I am glad to inform you as to the procedure necessary for the arrangement of a new Institutional Representative of ESMWT at Lowell Textile Institute. All that is necessary is for President Eames to write a letter to Dean George W. Case at ESMWT Headquarters in the Office of Education, Washington, D. C., stating that on and after a given date a designated member of the staff of the institution will serve as Institutional Representative instead of President Eames. When this request has been approved by Dean Case it becomes official.

President Eames came in to see me again yesterday and said that he was going to be in Washington later this week and was planning to make a personal visit to ESMWT Headquarters.

I do not anticipate there will be any difficulty in changing institutional representatives, but I do feel that it is very important that there should be a clear cut policy among ESMWT, Lowell Textile Institute, and the Massachusetts State Department of Education as to the precise way in which the college level war training program is to be handled by your institution.

As soon as President Eames returns from Washington I shall be very glad to sit down with you, Commissioner Warren, and President Eames so that we may have a complete meeting of minds.

Sincerely yours,

WCW:MCG

(Sealed)
W.C.W.

William C. White

1
May 9, 1944

Mr. Julius E. Warren
Commissioner of Education
200 Newbury Street
Boston, Mass.

Dear Commissioner Warren:

Mr. Eames, Mr. Derby and I appreciate the interview that we had with you yesterday in regard to the E.S.M.W.T. courses. We now understand that unless there is some objection outside of your department that preliminary and final proposals will be promptly signed by you and forwarded to another department according to State regulations.

As we told you, we had heard that the Governor and Council would have to sign either the preliminary or final proposal or both. So we called on Mr. Foster, Chairman of the Commission on Administration and Finance, to enlighten us on this matter. Mr. Foster informed us that such procedure is not necessary and that he understands that both the preliminary and the final proposals should be signed by you as Commissioner of Education and forwarded to his department. He also informed us that any such proposals for Lowell Textile Institute would clear through his department promptly. Mr. Foster believes that a great deal of this sort of thing will have to be done in the future whether it is the E.S.M.W.T. or the Rehabilitation Program and he feels that we might as well start to set up a procedure that will operate smoothly and with satisfaction to all concerned.

In view of the situation as outlined above we are planning to try to satisfy some of the demand for these courses and will start to organize this work later on this week, unless we hear from you in the meantime.

Yours very truly,

Harold W. Leitch
Chairman of the Board of Trustees
Lowell Textile Institute

HWL:AL

Rep { Mrs. Rogers
+ Christian A. Herter
Angier Goodwin
Melrose } of Congress
Mayor Meehan

John McCormick - Boston

Tom Lane - Law.

David I. Walsh - Senate

Sinclair Weeks - " May 9, 1944

+ Gov. Saltonstall - Paul Foster

Rudolph King spkr-Ms. 19055.

Joe Montminy

Mr. Julius E. Warren
Commissioner of Education
200 Newbury Street
Boston, Mass.

Dear Commissioner Warren:

Mr. Eames, Mr. Derby and I appreciate the interview that we had with you yesterday in regard to the E.S.M.W.T. courses. We now understand that unless there is some objection outside of your department that preliminary and final proposals will be promptly signed by you and forwarded to another department according to State regulations.

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In view of the situation as outlined above we are planning to try to satisfy some of the demand for these courses and will start to organize this work later on this week, unless we hear from you in the meantime.

Yours very truly,

Harold W. Leitch
Chairman of the Board of Trustees
Lowell Textile Institute

HWL:AL

At the suggestion of President Eames, the Board of Trustees has appointed Professor A. Edwin Wells to the position of Institutional Representative for the ESMWT (Engineering, Science, and Management War Training) courses sponsored by the U. S. Office of Education.

The entire staff of this Institute is urged to cooperate with Professor Wells to the fullest extent in organizing and conducting a war training program for industry that shall be a real contribution to the war effort.

This program can bring about these major accomplishments:

1. Contribute to the war effort by giving war training to workers in industry, training women and men to replace draftees, and generally improve those already employed.
2. Increase income to the instructing staff members who participate in the program.
3. Increase the enrollment of students (now a vital necessity).
4. Organize the Institute for the vital program of postwar rehabilitation.

It must be borne in mind that other colleges are already so organized. Furthermore, we have much to offer in the line of war training. Courses may be organized for evenings, late afternoons, full-time, and on and off the campus.

In the near future a meeting of the entire Institute staff will be held, at which time committees will be announced and full details presented by Professor Wells. Printed information will then be available and questions answered.

White - Warren - Eames - Wells - Foster
mon.
1:30

Modus Operandi

Meeting 3:00 Fri
Sat. A.M.
Mon. P.M.

State House → Cap. 46⁰⁰

Miss Malloy

" Campbell? Kimball?

Call Miss Fosta - message to Ed.